

CITY OF BEAVERTON Accountant

General Summary

Perform a variety of professional accounting and budgeting duties. The Accountant may assist in coordinating work of accounting staff in the absence of the supervisor.

Key Distinguishing Duties

Prepare audit work papers and financial statements for various funds.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Prepare journal entries. Reconcile ledgers and subsidiary records.
2. Prepare billings for cost reimbursements from other governmental agencies.
3. Prepare basic monthly financial statements of assigned funds and assist in preparations of annual financial report, audit work papers, schedules and statements of assigned funds.
4. Reconcile and prepare basic financial statements and reports. Assist in preparation of Comprehensive Annual Financial Report.
5. Process payroll in Payroll Coordinator's absence.
6. Assist in the budget process by gathering and analyzing budget data and costs in various funds. Compile budget trends.
7. Assist in providing reasonable assurance that the City's assets are safeguarded against loss from unauthorized use and that transactions are executed in accordance with management's authorizations.
8. Participate in department operational processes and accounting controls, including procedure development and implementation.
9. Produce an acceptable quantity and quality of work that is completed within established timelines.
10. Follow standards as outlined in the Employee Handbook.
11. Participate in the City Emergency Management program including classes, training sessions and emergency events.

12. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
13. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
14. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
15. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of Generally Accepted Accounting Principles (GAAP).
- ◆ Working knowledge of Governmental Accounting Principles.
- ◆ Basic knowledge of research techniques and procedures.
- ◆ Basic knowledge of budget practices and procedures.
- ◆ Basic knowledge of automated accounting systems and procedures.
- ◆ Basic knowledge of the laws and regulations governing budgeting and municipal finances.
- ◆ Basic knowledge of practices and principles of municipal financing, and public/business administration practices and decision-making.
- ◆ Basic knowledge of strategic planning methods with an emphasis on services related to municipal accounting.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of bookkeeping, mathematics principles, and analysis techniques.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Strong ability to analyze and interpret accounting and budgeting data and to develop recommendations to improve routines and procedures in area of assignment.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations.
- ◆ Advanced ability to use word processing, spreadsheet programs or other application software as required for position.

Minimum Qualifications Required for Entry

Bachelors degree in accounting, finance or business administration and 2 years experience in accounting with 1 year in a municipal setting or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ♦ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; regular use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

As of 10/97: Accountant

Revised: 1/98

Revised: 3/08

Revised: 1/1/09

Status: M3

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date